

UNCLASSIFIED STATE 00166357

VZCZCXRO0266

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RUEHCHI RUEHCI RUEHCN RUEHDA RUEHDE RUEHDF RUEHDT RUEHDU RUEHED RUEHEL
RUEHFK RUEHFL RUEHGA RUEHGD RUEHGH RUEHGI RUEHGR RUEHHA RUEHHM RUEHHO
RUEHHT RUEHIHL RUEHIK RUEHJO RUEHJS RUEHKN RUEHKR RUEHKSO RUEHKUK
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RUEHNAG RUEHNG RUEHNH RUEHNL RUEHNP RUEHNZ RUEHPA RUEHPB RUEHPD
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FM SECSTATE WASHDC

INFO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
RUEHTRO/AMEMBASSY TRIPOLI 7377

UNCLAS STATE 166357

THE FOLLOWING FSINFATC 002810 DTD 12DEC07 SENT ACTION
SECSTATE REPEATED FOR YOUR INFORMATION 12DEC07

QUOTE:

UNCLAS DIR FSINFATC 002810

MSO PLEASE PASS TO ALDAC

E.O. 12958: N/A

TAGS: AADP AMGT AOMS APER AFSI KRIM

SUBJECT: Preparing for SMART - Getting the Most Out of Outlook

¶1. In preparation for the rollout of SMART messaging, the Foreign Service Institute has prepared a set of short instructional films. Since SMART messaging will be Outlook-based, these films involve In-box management.

¶2. Whether you have been naughty or nice there is a gift for you on the FSI website. Knowing how busy this time of year can be, we have created short Outlook lessons you can view in 3-5 minutes. Please go to the School of Applied Information Technology's recently updated homepage at <http://fsi.state.gov/fsi/sait> and click on SAIT Holiday Gifts. Click the link of your choice and the movie will start. Visit this site often as new gifts will appear every week in December.

¶3. Questions regarding these videos should be directed to Curriculum developer/instructor Darlene Jackson-Barnes, Jackson-BarnesD@state.gov.

¶4. MINIMIZE CONSIDERED.

UNQUOTE: RICE